

Hall of Records  
Commission

REQUIREMENT FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE NO. 447

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1. Requesting Agency 2. Division or Bureau of Requesting Agency

MARYLAND SCHOOL FOR THE DEAF Administration

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1	<p>MINUTES, BOARD OF VISITORS</p> <p>Size: 8½"x 11" x 2" Quantity: 13 volumes Dates: 1867 .... File Arrangement: Chronological Indexed for the period 1867-1911 by subject; not indexed thereafter</p> <p>The Minutes record the policy decisions of the Board of Visitors, giving time and date of the meeting, attendance, and reports of the Executive Committee, the Superintendent, the Principal, the Treasurer, the Medical Doctor, the Secretary, and various sub-committees, such as power plant and library. Mention is also made of deaths of Board members, staff and faculty.</p> <p>The volumes for 1867-1885 have been transcribed.</p> <p>RECOMMENDATION: A. TRANSFER TRANSCRIBED VOLUMES TO THE HALL OF RECORDS B. RETAIN REMAINING VOLUMES PERMANENTLY AND MICROFILM FOR SECURITY.</p>	<p>HALL OF RECORDS COMMISSION APPROVED</p>
2	<p>EXECUTIVE COMMITTEE MINUTES</p> <p>Size: 8" x 11" x 1"; 8½" x 11" x 2"</p>	

(continued)

7. Agency, Division or Bureau Representative

*Joseph H. [Signature]*  
Signature

Superintendent

January 13, 1967

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

MAR 9 1967

Date

Archivist

Date

Secretary

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
3	<p>Quantity: 4 volumes Dates: 1868-69, 1946-47, 1949.... File Arrangement: Chronological Index: None</p> <p>The minutes of the Executive Committee give the time, date, and attendance of the meeting, records its actions, and its recommendations to the Board of Visitors.</p> <p>The Executive Committee recommends appointments to the Board of Visitors, audits the school accounts, prepares a preliminary budget, inspects the various school departments and acts on minor policy matters when the Board of Visitors is not in session.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY</p> <p>PRINCIPAL'S DAILY JOURNAL</p> <p>Size: 4" x 6" x 1/2"; 6" x 8" x 1"; 4" x 4" x 6" (bundles) Quantity: 21 volumes; 4 bundles Dates: 1870- 1930; DISCONTINUED File Arrangement: Chronological</p> <p>This is a daily journal of school events, with observations by the principal, such as arrival of students, parents, and visitors; lists of students and faculty stricken with the flu ( 1918); departure of students; changes in school staff and faculty; completing of building projects; and deaths of members of the Board.</p> <p>Also included in this series is data assembled by the principal, such as a chronological list of members of the Board of Visitors, 1868-1918, rough drafts of principals' speeches, correspondence with other institutions, and copies of the principals' reports to the Board of Visitors.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> <p>APPLICATIONS FOR ADMISSION</p> <p>Size: 8 1/2" x 11" x 2" Quantity: 9 volumes Dates: 1868.... File Arrangement: Chronological Index: Alphabetical, by surname of applicant</p>	
4		(continued)

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5	<p>This is the application for admission to the School for the Deaf, signed by the parent or guardian, giving child's full name, sex, race, permanent address, date and place of birth, religion, length of time the child has lived in Maryland, hearing problem, education, medical history, name and address of family physician, insurance data, name and address of parent or guardian, list of child's family, giving name, relationship, birth date, marital status, occupation, and education of pupil and parents, and date signed.</p> <p>RECOMMENDATION: A. RETAIN PERMANENTLY B. MICROFILM FOR SECURITY</p> <p>REGISTER OF PUPILS</p> <p>Size: 20" x 25" x 3" Quantity: 2 volumes Dates: 1918... File Arrangement: Internal- Chronological External- Alphabetical, by surname of student</p> <p>A correspondence file is assembled for each student admitted. The file consists primarily of form letters, with handwritten entries notifying the parent of the date, time, and means by which the student will be returned home between semesters, and the dates of long week-ends and school closings.</p> <p>Some correspondence is also included notifying the parent or guardian of the reason for rejection of an applicant, reports of minor accidents, preliminary correspondence received prior to the formal application, copies of academic transcripts from other educational institutions, and correspondence with the Division of Rehabilitation, Department of Education, concerning jobs and higher education for graduates.</p> <p>Since 1964, the homegoing correspondence has been segregated from all other correspondence.</p> <p>RECOMMENDATION: A. REMOVE AND DESTROY THE HOMEGOING CORRESPONDENCE THREE YEARS AFTER RECEIPT OR CREATION</p>	(continued)

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7	<p>B. RETAIN THE REMAINING CORRESPONDENCE FOR FIFTEEN YEARS AFTER WITHDRAWAL OR GRADUATION, THEN DESTROY</p> <p>VISITORS' REGISTER</p> <p>Size: 12" x 14" x 3" Quantity: 2 volumes Dates: 1873.... File Arrangement: Chronological</p> <p>Persons visiting the School for the Deaf signed the Register. Each entry shows the date of visit, signature and residence of the visitor, and scattered comments.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY</p>	